## ANNEXURE.

## MYSORE GOVERNMENT TECHNICAL EXAMINATIONS.

### (COMMERCIAL BRANCH.)

In supersession of all previous orders on the subject, the following rules regarding Commercial Education and Examinations are issued and will come into force from the academical year 1926-27. They will apply to all recognised Commercial Schools, Government, Aided or Unaided.

The conduct of the Commercial Examinations and the grant of certificates and diplomas will be entrusted to a Board appointed by Government, of which the Inspector-General of Education shall be *ex-officio* President, and the Secretary, Local Examinations Boards, shall be *ex-officio* Secretary. The members of the Board shall be appointed for a period of three years.

I. *Admission of Pupils to Commercial Schools.*—(i) Students seeking admission to any course of study, except Shorthand, in Commercial Schools, should produce certificates granted by Head Masters of recognised English High Schools that they have successfully completed the IV Form Course, and are eligible for promotion to the V Form, or they must produce evidence of having attained a standard equal to or higher than the V Form. European or Anglo-Indian students whose mother-tongue is English should produce evidence of having attained at least the VII Standard of their schools. The minimum qualification for admission to the Shorthand Classes is the successful completion of the V Form Course.

(ii) Admission of students whose cases are not covered by the above rule shall be made only with the previous approval of the Inspector-General of Education.

II. *Subject of Study and Courses.*—The subjects and courses of study will be as shown in Appendix I. The combinations of subjects for purposes of Group certificates referred to in Para VIII (ii) will be as shown in Appendix II. The syllabuses in the several subjects of study will be prescribed by the Board for Commercial Education and Examinations. The syllabuses as now prescribed are shown in Appendix III.

III. *School Fees.*—(i) The fee for admission shall be annas eight per pupil. The School fees for the whole year will be collected in eight equal instalments in the months of June, July, August, September, November, December, February and March. A fine of annas two will be levied if the instalment of fee be not paid on the last due date. The names of pupils who are in arrears of two instalments shall be struck off the roll and they will have to pay a fresh admission fee of annas eight, if they seek re-admission.

(ii) The amount of fees payable for each subject for the whole year and the amount of each instalment will be as indicated below :—

(1) JUNIOR GRADE.

| Subject | Total amount of fees payable for the whole year | Amount of each instalment |
|---|---|---|
| | Rs. | Rs. a. p. |
| (*a*) Typewriting ... | 12 | 1 8 0 |
| (*b*) Each of the other subjects, mentioned in Appendix I. | 6 | 0 12 0 |

The instalment of fee payable by a student taking more than one subject of only the Junior Grade will be the total amount of the individual instalments payable for all the subjects elected by him subject to a maximum of Rs. 3.

(2) SENIOR GRADE.

| Subject | Total amount of fees payable for the whole year | Amount of each instalment |
|---|---|---|
| | Rs. | Rs. a. p. |
| (*a*) Typewriting | 24 | 3 0 0 |
| (*b*) Each of the other subjects, mentioned in Appendix I. | 12 | 1 8 0 |

The instalment of fee payable by a student who takes more than one subject of only the Senior Grade or of both the Junior and Senior Grades will be the total amount of the individual instalments payable for all the subjects elected by him, subject to a maximum of Rs. 4-8-0.

(3) PROFICIENCY COURSE.

| Subject | Total amount of fees payable for the whole year | Amount of each instalment |
|---|---|---|
| | Rs. | Rs. a. p |
| (*a*) Typewriting ... ... | 32 | 4 0 0 |
| (*b*) Shorthand | 16 | 2 0 0 |

(iii) If a student leaves the school in the middle of a term, he shall have to pay the fees for the whole of the term; otherwise he will not be entitled to a leaving certificate.

IV. *Terms.*—(i) Each year will be divided into two terms. The first term shall extend from the 8th June to Mahalaya Amavasya and the second term from the date of re-opening of the school after the Dasara Holidays to the 10th March. The summer vacation, the Dasara Holidays and the Christmas Holidays will be the same as for English High Schools.

(ii) Candidates from Commercial Schools for the Public Examination will be required to have put in an attendance of not less than 60 per cent of the working days in each of the two terms or 75 per cent of the total number of working days for the whole year. A student who has completed the first term in a recognised Commercial School will not be permitted to appear in private for the Public Examinations.

(iii) The certificates of attendance for the two terms and the whole year calculated up to the 10th March shall be forwarded by Heads of Commercial Schools, so as to reach the Secretary, Local Examinations Board, Bangalore, not later than the 15th March and shall be in the following form, copies of which will be furnished by the Secretary, Local Examinations Boards, Bangalore, on application.

ATTENDANCE CERTIFICATE.

| | I Term | II Term | For the year |
|---|---|---|---|
| Number of working days ... | | | |
| Pupil's attendance ... | | | |
| Percentage ... | | | |

V. *Public Examinations.*—(i) Examinations in Commercial subjects of the various grades will be held every year about the beginning of April at Bangalore, Mysore and other centres that may be notified by the Board from time to time. The dates and hours of Examination will be notified at least two months before the commencement of the Examinations.

(ii) Students of recognised Commercial Schools and Commercial classes attached to High Schools will be allowed to appear for the Examinations, provided they are certified by the Heads of their Institutions to have attended the classes regularly in the subjects concerned in accordance with Rule IV (ii) above. The President shall have power to exempt any student from such minimum attendance on the recommendation of the Heads of the Schools concerned. Applications for such exemption shall be made so as to reach the Secretary, not later than the 12th March.

(iii) Teachers and members on the staff of Commercial Schools are exempted from the production of attendance certificates.

(iv) Except in the cases mentioned in sub-clause (v) below, no student who has not passed the Junior Examination in any subject will be permitted to appear for the Senior Examination in that subject. Similarly, no candidate will be permitted to appear for the Proficiency Examination in Shorthand or Typewriting unless he has passed the Senior Grade of the Mysore Examination in a corresponding subject or holds certificates of equivalent standard issued by a recognised body.

(v) The following classes of candidates from recognised Commercial Schools are permitted to appear for the Senior Examination in subjects other than Shorthand and Typewriting, without passing the corresponding Junior Examination. Such students will also be exempted from the 1st year's course in Subject No. 7 (English Composition), provided they are otherwise qualified under Rule IV (ii) relating to terms (*a*) *bona fide* merchants, (*b*) those who have passed the Elementary, Intermediate or Junior Grades of recognised foreign examinations, (*c*) those who hold the Mysore S. S. L. C. (E. C. & P. S. or E. P. S.) or equivalent certificates.

S. S. L. C candidates who have secured not less than 50 per cent of the maximum in Bookkeeping and Commercial Accounts taken as a vocational subject at the S. S. L. C. Public Examination will be eligible for appearing at the Senior Accountancy and Auditing Examinations.

*N. B.*—Candidates mentioned in (*a*) and (*b*) will be required to possess the minimum qualification prescribed in clause I (i) above for admission to Commercial Schools.

(vi) The following candidates will be exempted from passing the Senior Examination in English Composition (Subject No. 7—Appendix I):—

1. Matriculates of Indian and Foreign Universities and others holding higher academical qualifications.
2. Mysore S. S. L. C. Holders who have passed Group A.
3. Holders of the Senior Cambridge Examination pass certificates.

VI. *Examination Fees.*—(i) The fees will be Rs. 3 for candidates appearing through recognised Commercial Schools, and Rs. 5 for private candidates, for each subject of the Junior Grade Examination, subject to a maximum of Rs. 10 and Rs. 15, respectively, in the case of combination of Junior Grade subjects, and will be Rs. 6 and Rs. 8, respectively, for each subject of the Senior Grade Examination, subject to a maximum of Rs. 20 and Rs. 25, respectively, in the case of combinations of subjects of the Senior Grade or subjects of the Senior Grade with those of the Junior Grade. The fees for the Proficiency Examination will be Rs. 12 for each subject.

(ii) All applications together with Treasury Receipts should reach the Secretary, Local Examinations Boards, Bangalore, not later than the 20th January preceding the Examination. Candidates from Schools should send their applications through the Heads of the Institutions concerned and private candidates (*vide* Rule VII) direct to the Secretary, Local Examinations Boards.

(iii) All candidates from the same School should select the same Centre of Examination.

VII. *Private Candidature.*—(i) The following classes of candidates will be allowed to appear in private, subject to Clause V (iv), provided those mentioned in Classes (*b*), (*c*) and (*d*) of this rule possess the minimum educational qualification prescribed in clause I. (i) for admission to a Commercial School.

(*a*) Those who have passed the Mysore S. S. L. C. or other equivalent examination.

(*b*) All employees under Government, Local Boards or Municipal Councils, who have put in not less than three years' approved service.

(*c*) *Bona fide* merchants.

(*d*) Employees of Business Houses.

(ii) School candidates who have failed in any subjects at the Mysore Government Commercial Examinations will be allowed to appear subsequently as private candidates in those subjects.

VIII. *Pass Minima.*—(i) A candidate will be declared to have passed in the First Class or the Second Class according as he obtains not less than 65 per cent or 45 per cent respectively of the maximum in each paper on a subject and in the Practical Examination, if any, and will be entitled to a certificate accordingly. Candidates for the Proficiency or Senior Examinations should forward to the Secretary, Local Examinations Boards, Bangalore, with their applications, the corresponding Senior or Junior Pass certificates, if any, already granted to them.

(ii) Group certificates (*vide* Appendix II) will be issued on the surrender of the individual certificates comprising the Group.

(iii) A diploma in Commerce will be awarded to any candidate in exchange for Senior Pass Certificates in all the subjects.

(iv) The certificates issued for Shorthand will indicate the speed at which the candidate was examined. This speed will be shown in Group certificates and diplomas.

IX. *Transitional Ruels.*—(i) Those who have passed the Elementary or Intermediate Examinations under the old rules will be treated as having passed the corresponding Junior Examinations.

(ii) Holders of advanced certificates will be treated as having passed the corresponding Senior Examinations.

(iii) Those who have failed in any subject at the Mysore Elementary Grade Examinations or in any subject other than Shorthand and Typewriting at the Intermediate Grade Examinations under the old rules will be permitted to appear as private candidates for the corresponding examinations of the Senior Grade under the new rules.

(iv) Those who have failed at the Shorthand or Typewriting Examinations of the Mysore Intermediate Grade Examinations will be permitted to appear as private candidates for the Senior Examination in the corresponding subjects, under the new rules.

(v) Those who have failed at the Senior Examination under the old rules in any subject will be permitted to appear for the Senior Examination under the new rules in the corresponding subject, as private candidates.

*N. B.*—Candidates intending to avail themselves of the concessions under the transitional rules should apply before the 1st November, to the Secretary, Local Examinations Board for permission to appear for the Examinations.

X. The Board shall have power to prescribe or modify syllabuses from time to time, as may be found necessary, grant exemptions in cases not provided for in the preceding clauses and effect minor alterations in the above rules, without however affecting the general scheme of Commercial Examinations, the rates of School and Examination fees, the subjects of study and the length of the courses.

## APPENDIX I.

(Subjects of Study and Courses.)

| Serial No. | Subject | Course of study | Nature of Public Examination |
|---|---|---|---|
| 1 | Accountancy and Auditing ... | Two years ... | A Junior Examination at the end of the 1st year and a Senior Examination at the end of the 2nd year. |
| 2 | Banking and Economics ... | Do ... | Do |
| 3 | Methods and Machinery of Business ... | Do ... | Do |
| 4 | Commercial History and Economic Geography. | Do ... | Do |
| 5 | Shorthand ... ... | Do ... | A Junior Examination at the end of the 1st year and a Senior Examination at the end of the 2nd year, and a Proficiency Examination at the end of the 3rd year. |
| 6 | Typewriting ... | Do ... | Do |
| 7 | English Composition ... | Do ... | A Senior Examination at the end of two years. |

## APPENDIX II.

| No. | Name of Group | Subject |
|---|---|---|
| 1 | Accountancy Group ... | Accountancy and Auditing (Senior).<br>Methods and Machinery of Business (Senior).<br>English Composition (Senior).<br>Banking and Economics (Junior). |
| 2 | Banking Group ... | Banking and Economics (Senior).<br>Accountancy and Auditing (Junior).<br>Methods and Machinery of Business (Senior).<br>English Composition (Senior). |
| 3 | Business Methods Group ... | Banking and Economics (Junior).<br>Methods and Machinery of Business (Senior).<br>Commercial History and Economic Geography (Senior).<br>English Composition (Senior). |
| 4 | Stenography Group ... | Shorthand (Senior).<br>Typewriting (Senior).<br>English Composition (Senior).<br>Methods and Machinery of Business (Junior). |

## APPENDIX III.

Junior. ACCOUNTANCY AND AUDITING. (Subject No. 1.)

1. Double entry, its meaning. The uses and forms of the petty Cash Book on the imprest system. Cash Book with discount and Bank columns. The bought, the sold, the returns and the bill books and the journal. (Cash receipts, and payments, cheques, received and paid, purchases and sales, bills drawn, endorsed, accepted, discounted, honoured and dishonoured, furniture, buildings, Government security, trade charges, interest, discount, bad debts, outstandings and repayments).

2. Posting the Subsidiary Books into the Ledger, balancing and closing the ledger accounts, preparing a trial balance, a Profit and Loss Account and drawing a balance sheet.

3. The preparation of Stock Books, its different forms and posting, suspense and Reserve Accounts. Preparation of the Bank reconciliation statement, Invoice, Account Current with interest columns.

4. *Depreciation.*—How arises, and the necessity for considering it in accounts. The simple methods.—(1) Fixed instalments and (2) reducing balance.

5. Consignment accounts, Inwards and Outwards. Simple Partnership accounts and Goodwill.

Text Book.—Vaidyanatha Iyer's Bookkeeping and Accounts.

Reference Books.—Cropper's Bookkeeping and Accounts—(Fieldhouse).
Subramanya Iyer's Elements of Bookkeeping.

| | Maximum | I Class | II Class |
|---|---|---|---|
| One paper of 3 hours' duration | 100 | 65 | 45 |
| Do do | 50 | 33 | 23 |
| | 150 | 98 | 68 |

Senior. ACCOUNTANCY AND AUDITING. (Subject No. 1.)

1. Single entry, its meaning, the books used in the methods of keeping them, incompleteness of the system and conversion of Single Entry to Double Entry.

2. The Joint Venture, and Partnership Accounts, Partnership Deeds and their relation to the accounts, adjustments, Fixed Capital, Current and Loan accounts, Goodwill in partnership accounts, outgoing partners, dissolution of partnerships.

3. *Company Accounts.*—Partnerships and limited liability companies. Private companies, Memorandum and Articles of Association, the Statutory Books, the different classes of share Capital. Application and allotment for shares, the Share Books, Preliminary and Formation expenses, Mortgage and Debentures, Purchase of a private Business,

Forfeited and Bonus shares, payment of interest out of capital, preparation of a Company's books for audit, the balance sheet of accounts of a Company, reduction of Capital, Absorption, amalgamation and reconstruction of Companies.

4. The departmental and self-balancing system; Branch accounts; Bankruptcy accounts.

5. General principles of cost accounts, Double accounts system, Life Insurance Companies accounts, Bank Balance Sheet, Royalties, Hire purchase and Instalments, sale or return of Goods, Income and Expenditure accounts, different methods of providing depreciation, preparation of Income-tax Returns.

6. Auditing, its meaning and object. Audit Notes, continuous and periodical audits. Qualification of an Auditor.

7. Routine checking and vouching. Valuation and verification of Assets and Liabilities.

8. Special points connected with the audit of Limited Companies, Memorandum and Articles of Association, Shares and Debentures, Preliminary expenses, profits, dividends etc., Auditor's position, rights, duties and liability under the Companies Regulation.

Text Book—(1) Batliboi's or Carter's Andvanced Accounts.
(2) De Paul's Auditing.

Reference Books—Cropper's Bookkeeping and Accounts.
Fieldhouse's do
Spicer and Peglar's do
Dicksee's do
Spicer and Peglar's Auditing.
Dicksee's do
Mysore Companies Regulation, 1917.
Mysore Income-tax Regulation and Rules.

| | Maximum | Minima for passing. 1st Class | 2nd Class |
|---|---|---|---|
| First paper of 3 hours' duration on Exercises .. | 100 | 65 | 45 |
| Second paper of 3 hours' duration on principles of Accounting and Auditing ... | 100 | 65 | 45 |
| | 200 | 130 | 90 |

Subject No. 2. BANKING AND ECONOMICS. (Junior Course.)

1. The origin of Banking; the nature of Banking; the utility and functions of a Bank; Banking operations with regard to current, fixed and savings deposits; discounting bills, loans, overdrafts and cash credits, investments and remittances.

2. The description of the Metallic and Paper Currency of India and England; general characteristics of Indian Banking.

3. Banking practice, as applied to the drawing of bills, cheques, etc., their endorsement, stamping and other forms incidental thereon; forms of letters of credit, circular notes.

4. *Economics.*—The subject of economics; the development of economic life, the nature of productive effort, the requirements of productive effort, productive efficiency, the division of labour, the large business.

The conditions of exchange, the machinery of exchange, the problem of distribution, rent, salaries and wages, income and profits.

*Efforts and Satisfaction.*—Wants and their classification and the measurements of wants, the economic aspects of spending, saving and spending, the social side of spending.

Text Books—Syke's Banking and Currency.
First 9 Chapters of Bagshaw's Practical Banking and Penson's Economics of Everyday Life—Parts I and II.
Mysore Negotiable Instruments Regulation.

| | Maximum | 1st Class | 2nd Class |
|---|---|---|---|
| First paper of 2 hours' duration: Item 1, 2 and 3 .... ... | 100 | 65 | 45 |
| Second paper of 2 hours' duration: Item No. 4 ... ... | 100 | 65 | 45 |
| | 200 | 130 | 90 |

Subject No. 2. BANKING AND ECONOMICS. (Senior Course).

1. *Currency.*—Origin of money, qualities of money, functions of money, value of money, systems of legal tender, Greshamis Law and Bimetallism.

Paper money, origin and nature, kinds of paper money, principles of issue.

The monetary systems of the important commercial countries of the world. The Gold Exchange Standard, the methods of economising metallic currency and the service of Banks in this respect. Reserves, their character and investment.

2. *History of Banking* in England and India. The Bank of England and the Bank Charter Act, tendencies of recent development. Structure of Indian Banking. Joint Stock and private Banks of India. Banking operations connected with import and export trade. Co-operative and Savings Banks. Industrial Banks.

3. *Banking Law and Practice.*—The Law of Bankers and Customers. Bankers and Borrowers, Liability of Bankers on Bills of Exchange, Cheques and Hundies, as payer, collector and holder, Banker's lien, Clearing Houses and Guarantees.

4. *Foreign Exchange.*—Definition, the point at which real exchange problem arises, foreign trade, balance of trade, Par of exchange between England and the Chief Countries of the world, Mint Par and Gold Specie points, Foreign exchange quotations and the Course of exchange, favourable and unfavourable exchanges, Bank rate and Market rate of discount their influences on the exchanges, Money market in England and India. The Gold Exchange Standard and remittances by means of Council Bills and telegraphic transfers.

5. General principles of Bank Accounts and organisation.—

Leading provisions in the Indian Companies Act relating to Bank Balance Sheets and Returns.

Text Books—Syke's Banking and Currency.
Bagshaw's Practical Banking.
Tannan and Shaw's Indian Currency and Banking.
Indian Companies Act.

Reference Books—Spalding's Foreign Exchange.
Holland and Nickson's Banking Law.
Moxon's English Practical Banking.

| | Maximum | Minima for passing. I Class | II Class |
|---|---|---|---|
| First paper of 3 hours consisting of parts 1 and 2. | 100 | 65 | 45 |
| Second paper of 3 hours consisting of Parts 3, 4 and 5 | 100 | 65 | 45 |
| | 200 | 130 | 90 |

Junior. METHODS AND MACHINERY OF BUSINESS. (Subject No. 3.)

1. *Office Correspondence.*—Inward and outward letters.

(*a*) Drafting of business letters such as circulars, orders, complaints, enquiries, references and introduction, and letters of credit.

(*b*) Correspondence organisation.—Recording, copying and indexing letters, filing and multiplying, addressing, making up and despatching letters.

(*c*) Telegrams and Telegraphic Code. The Telephone.

2. Counting house routine, petty cash, opening and rendering, collecting and receipting and checking and paying accounts, postal regulations regarding Inland letters, post cards, packets and parcels, registration and insurance of inland postal articles, postal inland money orders and V. P.'s, postal regulation regarding foreign letters.

3. Organization of Commerce; Sole traders, firms, companies, agents, brokers; Market reports and how to read them; Elementary knowledge of partnership and Company organization.

4. Buying and Selling goods. (*a*) Price lists, prices current, tenders and estimates Firm officers, quotations, orders, how to open business contracts, delivery orders.

(*b*) Invoices, credit and debit notes delivery book, consignment notes, statements, discount, commission, brokerage, gross weight, tare and net weight.

(*c*) Practice relating to cheques, pronotes, bill of exchange, postal orders and I.O.U's.

Text Books.—Hooper and Graham's Home Trade.
Vaidyanatha Iyer's Commercial Practice.

| | Maximum | First class. | Second class. |
|---|---|---|---|
| First paper of 2 hours consisting of 1 and 3 | 100 | 65 | 45 |
| Second paper of 2 hours consisting of 2 and 4 | 100 | 65 | 45 |
| Total ... | 200 | 130 | 90 |

Senior. METHODS AND MACHINERY OF BUSINESS. (Subject No. 3.)

1. (*a*) *Exportation of Goods.*—Procuring orders, indents, forwarding goods for shipment, Advice Note, Freight Note, Bills of lading, Customs formalities, certificates of origin, exportation of bonded goods, shipping goods on consignment, invoice, account sales Account current, transhipment of goods.

(*b*) *Importation of Goods.*—Imports against orders, open and documentary credits, Delivery order, payment of freight, customs and excise duties. Customs formalities.

(*c*) *Marine Insurance.*—Lloyds' Insurance Companies, Policy Form, its conditions and clauses. The general average, the particular average, statement, total loss, re-insurance, Charter party, Bottomry Bond, etc.

(*d*) Transferring of money through bills of exchange, foreign exchanges.

2. Commercial Law, general principles of contracts, sale of goods, partnerships, agency, patents, copyrights, and Trade marks.

3. Office organization of trading firms, wholesale business, Joint Stock Companies, their formation, working and winding up Secretarial work and practice—Returns. Preparation for Committee and General Meetings, Agenda, Minutes, Industrial Organization and labour efficiency. Advertising and salesmanship. Stock-Exchanges, their History, Organization and Practice.

4. Precis-writing, Indexing and Telegraphic Codes.

Text Books.—1. Hooper and Graham's Export and Import Trade.
2. Davar's Business Organization.
3. Indian Contract and Indian Companies Acts.
4. Commercial Law by Disney.

| | Maximum | First class. | Second class. |
|---|---|---|---|
| First paper of 3 hours' duration on Parts 1 and 4 ... ... | 100 | 65 | 45 |
| Second paper of 3 hour's duration on Parts 2 and 3 ... | 100 | 65 | 45 |
| Total ... | 200 | 130 | 90 |

Junior. COMMERCIAL HISTORY AND GEOGRAPHY. (Subject No. 4).

1. Geography and its principles; effect of political and physical influences on man as an economic being; necessary conditions of various Agricultural, Industrial and Commercial developments.

2. Agricultural products, *viz.*, wheat, maize, ragi, potato, fruits, vine, flax. Also wool, silk, cotton, opium, rice, sugarcane, Indian rubber, tea, coffee and tobacco. Miscellaneous forest industries and paper. Meat industry, fisheries, dairy products, and mineral products such as coal, petroleum, iron and steel, gold, silver, lead, copper, aluminium and others.

3. A general knowledge of the chief characteristics, physical features, and resources, climate and density of population of Mysore and India, their mineral, vegetable and animal products, how raised and disposed of; their main features; the markets to which they are sent; and the uses to which they are put; foreign trade, imports and exports of India and Mysore.

4. Drawing an outline map of India or any specified portion or portions thereof, showing any specified political divisions, trade routes, railways, fields of production, ports and markets for commodities, as may be required.

Text Book.—Mill and Allen's Commercial Geography.

| | Maximum | First class. | Second class. |
|---|---|---|---|
| One paper of 3 hours ... ... | 100 | 65 | 45 |

Senior. COMMERCIAL HISTORY AND ECONOMIC GEOGRAPHY. (Subject 4.)

1. A knowledge of the Commercial Geography of the British Empire, and of the other countries of the world in so far as they affect the trade of the British Empire.

2. Trade routes of the world; the world carriers and the Panama Canal. Trade centres and their development; influence of geographical factors on the Commercial policy of the nations.

3. Drawing a rough sketch map or outline of any portion of the British Empire showing any specified important political divisions, trade routes, railways, fields of production, ports and markets of commodities.

4. (*a*) Ancient Commerce—Greece and Rome.

(*b*) Medieval Commerce—Barbarian invasions, decay of Commerce, its revival. The Italian towns, the Hansa towns, trade routes and fairs, England's trade.

(*c*) Modern Commerce—Commercial Empires in the East and in the West, commerce from the 16th to 18th Century.

(*d*) Modern English and European Commerce.
(*e*) Modern commerce of America and of Asia including India.
(*f*) Leading features of Ancient Indian Shipping.

Text Books:—Chisholm's Advanced Geography.
Gibbin's History of Commerce in Europe.
General History of Commerce by Webster.

Reference Book.—Radhakumud Mukerjee's Ancient Indian Shipping.

| | Maximum | First class. | Second class. |
|---|---|---|---|
| First paper of 3 hours on Paras 1, 2 and 3 ... ... ... | 100 | 65 | 45 |
| Second paper of 3 hours on Para 4... | 100 | 65 | 45 |
| Total ... | 200 | 130 | 90 |

Junior. SHORTHAND. (Subject No. 5).

1. To take down in the corresponding style of phonography an easy passage, narrative or speech, of 560 words and a simple worded letter or report of 240 words, both dictated at the rate of 80 words per minute. (Time 10 minutes.)

2. To transcribe the above into longhand. No candidate will be allowed to pass who makes more than 10 per cent of errors and omissions in his transcription. (Time 1½ hours from the time when the candidate commences to transcribe). Typewriting machine may be used for transcription.

3. To answer a paper on the principles of the learner's and corresponding style of phonography. (Time 1 hour.)

Text Book.—For the Pitmanite System, Shorthand Manual. (New Era edition

| | Maximum | First class. | Second class. |
|---|---|---|---|
| First paper consisting of 1 and 2 ... | 100 | 65 | 45 |
| Second paper consisting of 3 | 50 | 33 | 23 |
| Total | 150 | 98 | 68 |

Senior. SHORTHAND. (Subject No. 5).

1. To take down in the reporting style of phonography a narrative speech or judgment of 840 words and a letter of 360 words, both dictated at the rate of 120 words a minute. (Time 10 minutes.)

2. To transcribe the above into long hand. (Time 2 hours.) No candidate shall be allowed to pass who makes more than 4 per cent of errors and omissions in his transcription. Typewriting machines may be used for transcription in all papers.

3. To take down in phonography, notes of an official or business kind, dictated at the rate of 120 words per minute and to elaborate the notes into proper letters or documentary form in long hand. (Time 2 hours),

4. (*a*) To answer a paper on the principles of phraseography which should include the questions to test the higher knowledge on the subject, such as advanced phonography intersections and speed expedients.

(*b*) Transcription into shorthand in advanced reporting style of a printed passage of 500 words.

(*c*) To condense a speech of about 750 words into a summarised report in indirect form of about 300 words. (Time 2 hours.)

| | Maximum | First class. | Second class. |
|---|---|---|---|
| First paper consisting of 1 and 2 .... | 100 | 65 | 45 |
| Second paper consisting of 3 ... | 50 | 33 | 23 |
| Third paper consisting of 4 ... | 50 | 33 | 23 |
| Total | 200 | 131 | 91 |

Proficiency. SHORTHAND. (Subject No. 5.)

1. (*a*) To take down in the reporting style of phonography one or more speeches dictated in English at the rate of 150, 160, or 180 words per minute, for 7 minutes.

(*b*) To transcribe the above into longhand in 105, 112 or 126 minutes. No candidate shall be allowed to pass who makes more than 5 per cent of errors or omissions in his transcription.

2. To take down in phonography, notes of an official or business character, dictated at the rate of 150, 160 or 180 words per minute and to elaborate the dictated notes into a proper letter or documentary form in longhand, the volume of notes to be dictated being regulated by the difficulty of elaboration. (Time 3 hours.)

3. (*a*) To take down in the reporting style of phonography, notes of a speech or other matter dictated at the rate of 150, 160 or 180 words per minute. (Time 15 minutes.)

(*b*) To transcribe into longhand, a condensed report of the above speech or matter, the condensed report to consist of 700 words to 800 words. (Time, 2 hours.)

(*c*) The matter for this part may consist of the proceedings of a Court of Justice or of a Public Meeting.

Candidates may use a typewriter for transcribing their shorthand notes or for copying the condensed report.

| | Max. | Minima for passing. 1st Class | 2nd Class |
|---|---|---|---|
| 1st Paper—Dictation and Transcription ... | 100 | 65 | 45 |
| 2nd Paper—Elaboration of Notes ... | 100 | 130 | 90 |
| 3rd Paper—Condensation of Report ... | 100 | | |
| Total ... | 300 | 195 | 135 |

Junior. TYPEWRITING. (Subject No. 6.)

1. *Speed Test.*—To typewrite an ordinary printed passage containing 375 words. Special attention must be paid to accuracy and neatness of execution. (Time 15 minutes.)

2 (*a*) To type correctly, from printed matter, statistical tables, invoices and similar documents, filling in blank forms. Candidate's power of spacing and display will be tested.

(*b*) To type correctly, taking not more than 2 carbon copies by means of carbon paper, from a rough and unarranged draft in manuscript of an official, or commercial correspondence containing mis-spellings, bad punctuation and common abbreviation, of at least two letters not exceeding 550 words in all. (Time 1 hour and 30 minutes.) The presence of more than 7 per cent of errors or omissions in the transcription may be taken to indicate that the standard has not been reached.

| | Max. | Minima for passing. 1st Class | 2nd Class |
|---|---|---|---|
| 1st Paper consisting of Para 1 ... | 30 | 20 | 14 |
| 2nd Paper on Para 1 (*a*) ... | 40 | 26 | 18 |
| on Para 2 (*b*) ... | 30 | 20 | 14 |
| Total ... | 100 | 66 | 46 |

Senior. TYPEWRITING. (Subject No. 6.)

1. *Speed Test.*—To typewrite a printed passage of 600 words; special attention must be paid to neatness and accuracy. (Time 15 minutes.)

2. *Manifolding, Tabular and Display Work.*—To typewrite in the proper form, from confused and abbreviated rough manuscripts (Lithographed). (This paper is intended to test the candidate's knowledge of spelling, punctuations, printers' corrections and abbreviations.). To typewrite advanced tabular and other matter such as invoices, balance sheets, statistical tables from manuscripts—to display and rule up where necessary. (Time 2 hours.)

3. *Mechanism.*—A practical examination which may include questions on the manipulations and care of the machine; possible defects and temporary derangements, their causes and rectification, alignment, tension and inking devices, marginal notes, the method of spacing and stencil duplicating. Description of the various types of machines available and the respective merits of each type. Various faces of the types. Ribbons and carbon paper, their use and care. The knowledge required from a candidate should have specific reference to the handbook issued by the manufacturers of the typewriting machine used by him.

*Note.*—The presence of more than 5 per cent of errors and omissions in the transcription may be taken to indicate that the standard has not been reached.

| | Max. | Minima for passing 1st Class | 2nd Class |
|---|---|---|---|
| 1st Paper—Speed Test ... | 25 | 16 | 11 |
| 2nd Paper—Manifolding, Tabular and Display Work. | 50 | 33 | 23 |
| Oral and Practical Examinations ... | 25 | 16 | 11 |
| Total ... | 100 | 65 | 45 |

Proficiency. TYPEWRITING. (Subject No. 6.)

1. *Speed Test.*—To typewrite a printed passage of 900 words. (Time 15 Minutes.)

2. *Manifolding, Tabular and Display Work.*—To typewrite in proper form passages of varying difficulty, technical, commercial, legal and dramatic, and invoices, statistical tables, tabular statements, etc., from badly written and confused manuscripts containing mis-spellings, wrong punctuations, printers' corrections and abbreviations. The candidates may be required to set the matter to display and rule up where necessary. Not more than 3 carbon copies will be required. (Time 2½ hours.)

3. *Mechanism and Manipulation.*—Practical and Oral, Manipulation and care of the machine. Possible defects and temporary derangements such as irregular backing carriage skipping, non-acting of the back-spacer, heavy touch, poor line-spacing, faint impressions, sluggish carriage and ribbon movement, line-locking trouble, poor manifolding, bad alignment, etc. Their causes and remedies, inking devices and devices for lessening eye and nerve strain. Removal and replacement of detachable parts. A practical knowledge of press-copying and stencil cutting.

| | Max. | Minima for passing. 1st Class | 2nd Class |
|---|---|---|---|
| 1st Paper—Speed Test | 50 | 33 | 23 |
| 2nd Paper—Tabulation, etc. | 70 | 46 | 32 |
| Oral and Practical Examinations | 30 | 20 | 14 |
| Total | 150 | 99 | 69 |

*N.B.*—Typewriting—All Grades :—

Candidates will have to provide their own typewriters, tools and carbon papers Candidates will be examined for the Theory only on Yost, Remington, Smith Premier Underwood, L. C. Smith, Oilver or such other machine as may be approved by the President of the Board for the Commercial Education and Examinations. Only one type of machine shall be used by each candidate throughout the Examination.

ENGLISH COMPOSITION OF THE S. S. L. C. STANDARD.

The syllabuses and Text Books and reference books shall be the same as in the V and VI Forms of English High Schools under the Mysore S. S. L. C. Scheme so far as they relate to Non-Detailed Texts. A separate paper on English Composition based on the NonDetailed English Texts will be set, the examination being held with the other Commercial papers.

| | Max. | Minima for passing. 1st Class | 2nd Class |
|---|---|---|---|
| One paper of 3 hours duration. | 100 | 65 | 45 |

## REVENUE SECRETARIAT.

### Inspections.

READ—

Government Order No. G. 10870-10918—E. & A. 43-14-1, dated 10th April 1915, requiring Heads of Departments and Offices and Duputy Commissioners to inspect their own offices at least once a year and that of offices subordinate to them as frequently as necessary.

2. Government Order No. 1752—E. A. 95-15-4, dated 30th March 1918, laying down certain rules to regulate inspections of offices in the Excise Department.

3. Government Order No. R. 2880-9—L. R. 211-23-6, dated 10th November 1924, directing the discontinuance of the submission of Inspection notes in the elaborate printed form prescribed in the Government Order of 10th April 1915 read above and the submission of Memoranda of the main points to which attention should be directed.

4. Government Order No. Fl. 388-96—Ex. 13-25-1, dated 22nd July 1925, directing that inspections in all its details in accordance with the Government Order of November 1924 should be undertaken by the inspecting officer himself and that Memoranda of such inspections should be submitted to Government when there are matters requiring disciplinary action.

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